

Letter of inquiry

[Business](#), [Management](#)



Dear

Or alternately:

Dear Sir/Madam:

I have been informed of a job opportunity as IPRO Management and Technical Support Engineer by [name of referrer/optional]. I am a very interested in such a position because [qualifications or related work & interests/bulleted type lists of qualifications if possible].

I am currently employed at [name of organization] as [title of position].

Or alternately:

I have just finished my Bachelor's degree in the Multidisciplinary Studies with concentrations - Mechanical Engineering, PackagingScience, and Management Studies from [name ofacademicorganization]. I believed my academic competencies would match qualification requirements of aforementioned position.

I am looking forward to further discuss this job opportunity and how I can be a part of the success of Stratosphere, Inc.

Sincerely,

One final way to be noticed the reader and to show a personal touch is by adding a post script or PS to your letter personally handwritten if at all possible. (" Cover letter advice", 2007)

Reference:

<https://assignbuster.com/letter-of-inquiry/>

Cover letter advice. (2007). Retrieved March 15, 2007, from http://www.cvtips.com/cover_letter_guide_3.html